

AgLearn Electronic SF-182 – Verifier Role

Learner and Supervisor

At the completion of a training event, you must verify your attendance in all sessions. This verification also allows you to update the SF-182 with new or changed information. After verification by you, your supervisor must also verify completion of all training sessions before it is added to your Learning History.

This job aid will assist you to do the following:

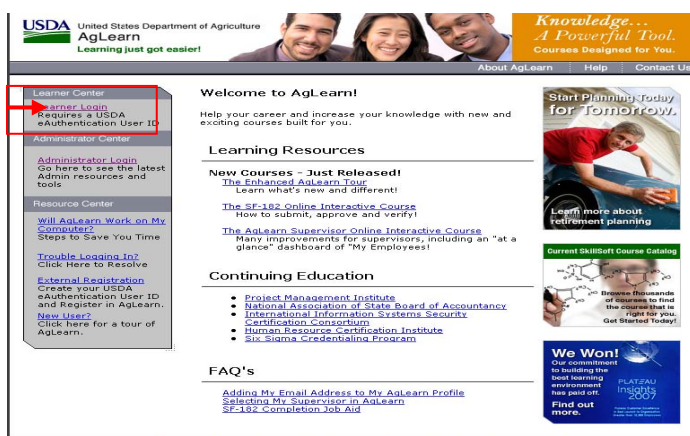
- Complete the verification form.
- Approve or deny a subordinate's verification of training.
- View the event in the Learning History page.

1. Once the date of training has passed, the AgLearn system will automatically send the learner and supervisor an email notification as a reminder to verify completion of the training requirement.

Note: Learner and Supervisor must verify completion in AgLearn in order to receive credit in the Learning History.

2. Go to www.aglearn.usda.gov.

3. Log in under the **Learner login**.

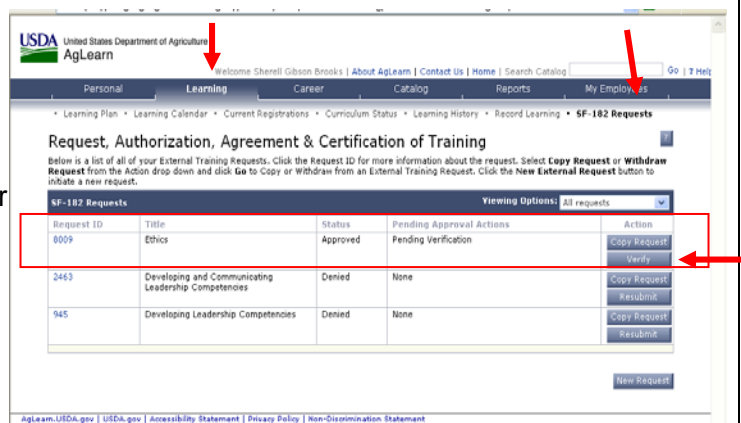


4. To verify training, go to the **Learning** tab, and click on **SF-182 Requests**.

5. The Request, Authorization, Agreements & Certification Of Training screen will appear

Note: To view the actual Request, click the **blue Request ID** link. (Optional)

6. Select the SF-182 you need to verify by clicking the **blue verify** button.



AgLearn Job Aid – Submitting an SF-182 as a Verifier (Learner and Supervisor Instructions)
August 11, 2008




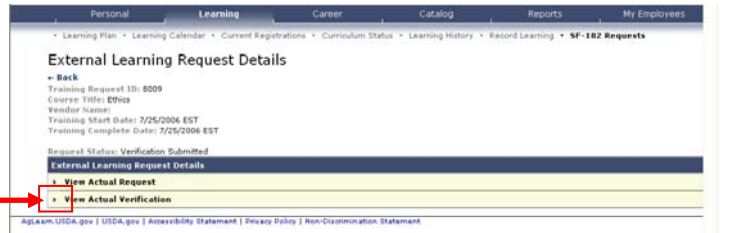
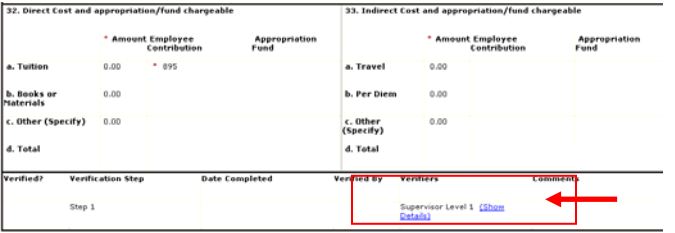
7. Complete the verification process by answering blocks B.3-C.2.
Note: If there were changes to the dates and cost, please update before verifying completion. Otherwise, it may not be necessary to complete all fields. If changes are made, **click apply changes**.

* B.2a. Course Title	B.2b. Course Number Code	* B.3. Training Start Date (Enter Date as yyyy-dd-mm)	* B.4. Training Complete Date (Enter Date as yyyy-dd-mm)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* B.5. Training Duty Hours	* B.6. Training Non-Duty Hours	* B.7. Training Purpose Type	
<input type="text"/>	<input type="text"/>	-- Please Select One --	
* B.9. Training Sub Type Code	B.10. Training Delivery Type Code	* B.11. Training Designation Type Code	B.12. Training Credit
-- Please Select One --	-- Please Select One --	-- Please Select One --	<input type="text"/>
* B.13. Training Credit Type Code	* B.14. Training Accreditation Indicator		
-- Please Select One --	<input type="radio"/> Yes <input type="radio"/> No		
* B.15. Continued Service Agreement Required Indicator		B.16. Continued Service Agreement Required Expiration Date	
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		<input type="text"/>	
B.17. Training Source Type Code:		-- Please Select One --	
B.18. Training Objectives		B.19. Agency Use Only	
<input type="text"/>		<input type="text"/>	
C.1. Direct Cost and appropriation/fund chargeable		C.2. Indirect Cost and appropriation/fund chargeable	
Item	* Amount	Appropriation Fund	Item
a. Tuition	<input type="text"/>	<input type="text"/>	a. Travel
b. Books or Materials	<input type="text"/>	<input type="text"/>	b. Per Diem
c. Total	<input type="text"/>		c. Total

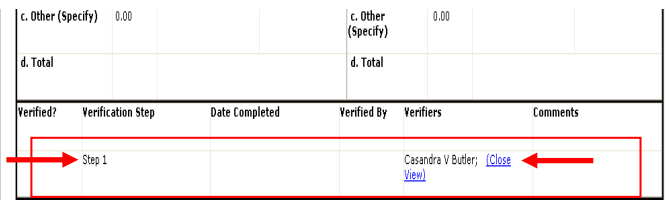

8. Once verification is complete, click the blue **submit** button at the top of the screen.

9. The **Approval Submission** screen will appear.
10. (Optional) Click the **(Show All)** link to show the supervisor's name that will approve the verification.
11. Click the **Submit** button.

AgLearn Job Aid – Submitting an SF-182 as a Verifier (Learner and Supervisor Instructions)
August 11, 2008

12.	<p>Note: The following error message will appear if the approver/supervisor is not shown: “The item/request selected requires approval using the steps below. Any steps that do not have a user listed must have a name filled in before the request can be submitted.” To fix this, select the (Show All) link and click submit.</p>	
13.	<p>Upon success, you will receive this message: “You have successfully verified that you have attended the External Learning Course. Your verification has now been submitted to the specified verifiers for their verification. Please check the external learning request list for the verification status.”</p>	
14.	<p>To view the verification status, click on SF-182 Requests. Click on the Request ID (e.g. 8009).</p>	
15.	<p>Click the blue arrow “view actual verification”. Wait a few seconds and the verification page will appear.</p>	
16.	<p>The verification page will appear. Scroll to the bottom of the form, click the (Show Details) link to see the name of the verifier.</p>	

AgLearn Job Aid – Submitting an SF-182 as a Verifier (Learner and Supervisor Instructions)
August 11, 2008

<p>17. The name of the approver will appear to the right to show who needs to verify the request next and a status of the verification step will appear to the left.</p> <p>18. Click the back button to return to the previous page.</p>	 <p>The screenshot shows a table with columns: Verified?, Verification Step, Date Completed, Verified By, Verifiers, and Comments. The 'Verification Step' column contains 'Step 1'. The 'Verified By' column contains 'Cassandra V Butler;'. The 'Verifiers' column contains a 'Close' button. A red box highlights the 'Step 1' status and the 'Close' button. A red arrow points to the 'Close' button.</p>
<p>19. You will receive an email notification explaining that your record of completion is contingent on your supervisor verifying your attendance in the training event.</p> <p>20. Check your learning history to ensure your records are updated. If necessary, remind your supervisor to update the verification approval process.</p>	 <p>The screenshot shows an email titled 'Confirmation of request submission for course Ethics...'. The email is from 'aglearnsystem@junds.gov' and is addressed to 'Brooks, Sherell'. The subject is 'Confirmation of request submission for course Ethics'. The email body contains the following text:</p> <p>Gibson Brooks Sherell (SG030376)</p> <p>This note is to confirm that you have requested to enroll in the following activity:</p> <p>External Verification Request: Ethics Start Date/Time: 7/25/2006 End Date/Time: 7/25/2006</p> <p>The requestor's comments:</p> <p>Please note that this activity must be approved at the following steps before access to the activity is allowed. If you have any questions about the approval process, please contact your learning coordinator.</p> <p>Step 1 approval.</p>